



SAN LUIS OBISPO COUNTY
DEPARTMENT OF PUBLIC WORKS

Paavo Ogren, Director

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August 15, 2014

Attachment 1

TO: Dan Buckshi, County Administrator

FROM: Will Clemens, Department Administrator *WC*

VIA: Mark Hutchinson, Deputy Director of Public Works *MH*

SUBJECT: FY 13-14 Fourth Quarter Report - Request for Relief from Accountability

Summary

The Public Works Department requests relief from accountability for charges billed to a customer (account number 405R979032) that have been determined as non-collectible. This action will remove a non-collectible balance from the Public Works Internal Service Fund (ISF) totaling \$2,055.00.

Discussion

We are asking for relief from accountability in the amount of \$2,055.00. This debt is from work performed for a customer by the Public Works water quality lab in July and August 2006. Shortly thereafter, the customer filed for bankruptcy protection. We have determined that we will not be able to collect this debt from the customer and want it removed from the ISF accounts receivable.

Other Agency Involvement

The Administrative office presents this item for approval to the Board of Supervisors and the Auditor-Controller's office processes the journal entry to adjust the accounts receivable balance in the ISF.

Financial Considerations

This non-collectible account has a relatively insignificant impact on the fund involved.

Desired Results

Removal of this non-collectible account from accounts receivable will increase efficiency for accounting processes.

File: CF 30.40.01 Internal Service Fund



DEPARTMENT OF SOCIAL SERVICES

*3433 South Higuera Street, Post Office Box 8119
San Luis Obispo, California 93403-8119*

TO: Board of Supervisors

FROM: Leland W. Collins, Social Services Director

DATE: September 15, 2015

SUBJECT: Request for Relief from Accountability

Recommendation

It is recommended that your Board approve a Request for Relief from Accountability in the amount of \$13,947.00 for the current quarter.

Discussion

State Fiscal Manual Section 25-480 and Government Code Section 25257 require the Department of Social Services to obtain Board approval for discharge of accountability for debts owed as the result of the overpayment of public assistance benefits. Since Welfare and Institutions code 10850 requires that the names of individuals be held confidential, the Department is providing a summary by program of these debts.

Rules and regulations governing aid payments are complex, change frequently and mandate that certain overpayments cannot be billed. The State Manual of Policies and Procedures for Eligibility and Assistance Standards (MPP EAS) Regulation 44-350.161[b] and 44-352.3 state that no further collection efforts shall be made if the county determines that the cost to collect the overpayment exceeds the amount to be recovered, if the debtor dies, if the debtor is unable to locate, if the debt is uncollectable or if the debtor undergoes Bankruptcy.

The current Relief of Accountability covers the April through June 2015 quarter case cleanup. The Department has pursued all available means of collection including (if applicable) monthly billing, repayment agreements, benefit reductions and tax intercept. After a lengthy timeframe of collection attempts, these amounts were determined as appropriate to be written off.

Other Agency Involvement

None.

Financial Considerations

This request for relief is for a combination of CALWORKS, Food Stamps and General Assistance debts. The total amount from which the Department is requesting relief is \$13,947.00 for 24 total debts.

Of these 24 debts we have identified:

CALWORKS – 12 debts totaling \$4,851.00 with a County share of cost of \$121.28

Food Stamps – 10 debts totaling \$6,729.00. There is no County share of cost for Food Stamps.

General Assistance – 3 debts totaling \$2,367.00. General Assistance is 100% County funded.

Results

By relieving the Department of the requested \$13,947.00, collection staff will be released from the task of reviewing and maintaining records of debts that are no longer collectable for the aforementioned reasons.



SAN LUIS OBISPO COUNTY HEALTH AGENCY

Public Health Department

2191 Johnson Avenue
San Luis Obispo, California 93401
805-781-5500 • FAX 805-781-5543

Jeff Hamm
Health Agency Director

Penny Borenstein, M.D., M.P.H.
Health Officer

TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director
Penny Borenstein, M.D., Health Officer

DATE: August 14, 2015

SUBJECT: Relief of Accountability Fiscal Year 2014-15

Recommendation

The Health Agency requests "Relief from Accountability" for Public Health's Environmental Health Services accounts that have been determined to be non-collectable. Accounts are determined to be non-collectable on a case-by-case review. This year the request includes one account covering a seven (7) year range from FY 2007-08 through FY 2013-14 totaling \$8,359 which was not previously addressed. The service dates for the remaining balance of \$14,689 cover a three (3) year range from FY 2012-13 through December 2014 for Hazardous Material facility accounts that were not reviewed until this fiscal year. This action will remove non-collectable client balances totaling \$23,048.

Discussion

This request will allow the Department to remove non-collectable account balances for the following types of situations:

- A client's account is determined to be non-collectable after four notices of the invoice have been mailed, a phone call has been made, and an inspector has determined the facility is still in operation but the client has returned no payment nor made contact with the Department. In this case, the account is typically related to the annual invoicing which occurs in the 2nd Quarter of the fiscal year.
- A client's account is determined to be non-collectable, when there has been no activity on the account for one year, when the invoice is returned with no forwarding address, when the client has not returned for services, and when every effort has been made to secure payment.
- The Department has worked with a local collection agency to follow-up on all accounts determined to be non-collectable. A detailed listing of the dollar amounts deemed non-collectable and requested to be written-off is attached.

Other Agency Involvement/Impact

Public Health has coordinated their efforts with the County Administrative Office and the County Auditor's Office, and they both concur with this request.

Financial Considerations

This action will reduce Environmental Health's Accounts Receivable by \$23,048. The removal of these accounts will have no impact on current budget appropriations.

Results

Removal of these non-collectable records from Environmental Health's active Accounts Receivable will increase efficiency for accounting processes by eliminating from the system those postings that have been deemed non-collectable.



SAN LUIS OBISPO COUNTY HEALTH AGENCY

Public Health Department

*2180 Johnson Avenue
San Luis Obispo, California 93401
805-781-5500 • FAX 805-781-5543*

*Jeff Hamm
Health Agency Director*

*Penny Borenstein, M.D., M.P.H.
Health Officer*

TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director
Penny Borenstein, M.D., Health Officer

DATE: August 14, 2015

SUBJECT: Relief of Accountability 4th Quarter Fiscal Year 2014-15

Recommendation

The Health Agency requests "Relief from Accountability" for Public Health – Public Health Laboratory accounts that have been determined to be non-collectable. The service dates for these accounts are represent calendar year 2014. The accounts are deemed non-collectable since there has been no activity on the accounts for over 12 months. Efforts to collect on these accounts have been made by both Public Health staff and a contracted collection agency. The collection agency will continue to pursue payment from the delinquent Laboratory customers included in the attached report. This action will remove non-collectable client balances totaling \$19,382.

Discussion

This request will allow the Department to remove non-collectable account balances for the following types of situations:

- A client's account is determined to be non-collectable, when a bill is returned with no forwarding address, and when the client has not returned for services. Please see the detailed listing attached.
- A client's account is determined to be non-collectable, when there has been no activity on the account for one year, and when every effort has been made to secure payment. In this case, the Department has worked with a local collection agency to follow-up on these accounts. A detailed listing of the dollar amounts deemed non-collectable and requested to be written-off is attached.

Other Agency Involvement/Impact

Public Health has coordinated their efforts with the County Administrative Office and the County Auditor's Office, and they both concur with this request.

Financial Considerations

This action will reduce the Laboratory's Accounts Receivable by \$19,382. The removal of these accounts will have no impact on current budget appropriations.

Results

Removal of these non-collectable records from the Laboratory's active Accounts Receivable will increase efficiency for accounting processes by eliminating from the system those postings that have been deemed non-collectable.



County of San Luis Obispo

GENERAL SERVICES

Marvin Rose, Interim General Services Director

General Services Department - Highways Division

TO: Board of Supervisors

FROM: Marvin Rose, Interim General Services Director

DATE: August 14, 2015

SUBJECT: Request to declare seventeen (17) vehicles surplus and authorize disposal

RECOMMENDATION

General Services Department recommends your Board:

- Declare the attached list of seventeen (17) vehicles as surplus,
- Authorize removal from the County fleet, and
- Authorize their sale to recover salvage value in accordance with County Code Section 2.36.030 (5).

DISCUSSION

The General Services Director acts as the Purchasing Agent and is charged with the responsibility to handle and dispose of surplus property. Your Board is routinely requested to declare items surplus for their disposal and recovery of salvage value. The resale of county vehicles is authorized by County Code Section 2.36.030 (5). This code provides the authority to sell, salvage, destroy or otherwise dispose of any personal property belonging to the county and found by the Board of Supervisors not to be required for public use.

Fleet Services has reviewed each of the seventeen (17) vehicles listed on the attached table and recommend that they be declared surplus. It is important that this equipment be re-marketed in an expeditious manner in order to optimize the resale value.

The sale of surplus vehicles represents revenue to the County. The vehicle sale proceeds are allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles.

OTHER AGENCY INVOLVEMENT/IMPACT

All departments participate in utilizing the fleet in some form. Departments and Fleet Services coordinate the regular replacement and disposal of vehicles as part of ongoing Fleet Services operations.

FINANCIAL CONSIDERATIONS

The sale of surplus vehicles represents revenue to the County, which is allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles. An estimate of the revenue that is generated by the sale of these vehicles is not known at this time since revenue realized is subject to variability associated with market conditions.

RESULTS

Periodic disposal of County surplus generates revenue and frees up limited storage space. Staff utilizes the most practical and efficient methods of disposal, thereby enhancing the County's surplus operations and contributing to a well governed community.

Attachment A
County of San Luis Obispo
Surplus Equipment List

EQ #	Year	Make	Model	Vin/Serial	Department
1733	2006	Ford	Focus	1FAFP34N96W189899	Tobacco Control
1765	2006	Ford	Taurus	1FAFP53U36A232103	Probation
1713	2006	Ford	Taurus	1FAFP53U06A215291	Probation
2038	2010	Ford	Explorer	1FMEU7DE0AUA43221	Sheriff
1546	2011	Ford	Taurus	1FAHP2DW4BG156048	Probation
1739	2006	Ford	Focus	1FAFP34N76W248352	Social Services
1959	2007	Ford	Focus	1FAFP34N17W259316	Social Services
1957	2007	Ford	Focus	1FAFP34N97W280415	Social Services
1958	2007	Ford	Focus	1FAFP34N47W302062	Social Services
1955	2007	Ford	Focus	1FAFP34N77W280431	Social Services
0383	2001	Dodge	Neon	1B3ES46C71D196930	Probation
1453	2002	Dodge	Neon	1B3ES26C82D513488	Fleet Services
TR712	2002	Wells	Cargo	1WC200G222700815	Sheriff
1301	2013	Chevrolet	Caprice	6G1MK5U22DL815417	Sheriff
1302	2013	Chevrolet	Caprice	6G1MK5U23DL814731	Sheriff
1307	2013	Chevrolet	Caprice	6G1MK5U24DL818321	Sheriff
1309	2013	Chevrolet	Caprice	6G1MK5U26DL818319	Sheriff



San Luis Obispo County GENERAL SERVICES

Marvin Rose, Interim Director

San Luis Obispo County General Services Department

TO: Board of Supervisors

FROM: Marvin Rose, Interim General Services Director

DATE: August 14, 2015

SUBJECT: Fleet Selection Criteria Policy Annual Progress Report

BACKGROUND

The San Luis Obispo County Board of Supervisors approved the Fleet Selection Criteria Policy on March 12, 2013. This policy tasks Fleet Services to purchase non-emergency fleet vehicles that provide the best available net reduction in fuel consumption and emission production. The policy also mandates an annual progress report be submitted with the Fourth Quarter Report.

DISCUSSION

The General Services Director acts as the Purchasing Agent which includes the responsibility to handle the purchase of fleet assets. The purchase of county vehicles is authorized by County Code Section 2.36.120. This code provides the authority to purchase replacement fleet assets, as directed and approved by your board. The Fleet Selection Criteria Policy incorporates a lifecycle cost methodology used to purchase vehicles that provide the best available net reduction in fuel consumption and emission production.

Fleet Services replaced 53 of the qualifying 429 non-emergency vehicles during Fiscal Year 2013-14 and another 52 during FY 2014-15. The resulting fuel economy of these 105 vehicles has improved by 37.2% and the carbon production was reduced by 17.2%.

US Department of Energy Ratings		
Old	Average	New
20.75	Miles Per Gallon	27.5
442	CO ₂ Grams Per Mile	366

FY 2014-15 Results

The outgoing vehicles replaced last year were driven a combined 644,416 miles during Fiscal Year 2013-14. At this rate of usage, the improved fuel economy will save 7,623 gallons of gasoline and over 49 million grams of carbon dioxide per year. Over the lifetime of these 53 vehicles, they will consume 61,511 fewer gallons of gasoline and will reduce carbon production by 396 million grams. When combined with the vehicles replaced during the previous year, the combined fuel savings is over 15,000 gallons per year, or over 130,000 gallons over the lifetime of these new vehicles.

CO ₂ and Fuel COMBINED SAVINGS	Annual CO ₂ Reduction	Lifetime CO ₂ Reduction	Annual Fuel Savings	Lifetime Fuel Savings
FY 2013-14	46 Million	425 Million	7,504	68,985
FY 2014-15	49 Million	396 Million	7,623	61,511
Combined	95 Million	821 Million	15,127	130,496

Carbon and Gasoline savings over past two Fiscal Years

This report uses data from the General Services managed fleet and does not include County owned fleet assigned to Public Works or CalFire. It further excludes 41 emergency vehicles and 217 vehicles/equipment, such as off road equipment, larger trucks, generators and trailers, which are not rated by the US Department of Energy.

OTHER AGENCY INVOLVEMENT/IMPACT

All departments participate in utilizing the fleet in some form. Departments and Fleet Services coordinate the regular replacement of assigned fleet assets as an ongoing service managed by Fleet Services operations.

FINANCIAL CONSIDERATIONS

Fleet Services performed a lifecycle cost analysis on each of these purchases to ensure that the ownership and operational costs provided enough savings to offset any increase in acquisition cost.

RESULTS

The adoption of this policy mandated an improvement of the County's overall fuel economy, a reduction of CO₂ production and diesel NO_x emissions. The first year actual fuel economy improved 1.1%, from 20.8 mpg to 21.1 mpg. During this s second full year the actual fuel economy was improved by 3.3%, from 21.1 mpg to 21.8 mpg. The combined fuel economy improvement of 4.8% is just short of the 2.5 % per year goal since the inception of this fleet



COUNTY OF SAN LUIS OBISPO

AUDITOR • CONTROLLER • TREASURER • TAX COLLECTOR

1055 MONTEREY ST. RM. D290
SAN LUIS OBISPO, CA 93408
(805) 781-5831 • FAX (805) 781-5362
<http://sloacttc.com>

JAMES P. ERB, CPA

Auditor-Controller
Treasurer-Tax Collector

James W. Hamilton, CPA
Assistant

TO: Board of Supervisors

FROM : Auditor-Controller-Treasurer-Tax Collector

DATE September 15, 2015

SUBJECT: Request to authorize a budget adjustment for \$311,896 to allow the Library to pay down a loan from the General Government Building Replacement Fund.

RECOMMENDATION:

It is recommended that your Board approve a budget adjustment for the Library in the amount of \$311,896 using a contribution from the Cambria Friends of the Library as the funding source to pay down a loan from the General Government Building Replacement Fund.

DISCUSSION

In October 2009, the County purchased a building located at 1043 Main Street for the new Cambria library. The purchase was partially funded by borrowing \$1,698,552 from the General Government Building Replacement Fund. On November 4, 2014 your Board accepted a \$383,908 contribution from the Cambria Friends of the Library and authorized a \$311,896 increase to the County Government Building Replacement Reserve and a \$72,012 increase to the Library Facilities Planning Reserve. The increase to the Government Building Replacement Reserve was to be funded by a loan repayment that required a corresponding transfer out from the Library. The November 2014 staff report included a section that stated the Library intended to use \$311,896 of the contribution to repay a portion of the loan from the Government Building Replacement Fund, but did not include a budget adjustment or request Board approval to make the transfer.

OTHER AGENCY INVOLVEMENT/IMPACT

N/A

FINANCIAL CONSIDERATIONS

The Library has set aside funds to make the loan payment and needs to appropriate them before making the transfer. The remaining balance of the loan from the Government Building Replacement Fund will be paid off using Library Public Facilities Fees.

RESULTS

Approval of this budget adjustment will authorize the Library to transfer \$311,896 to the Government Building Replacement Fund and enable the Auditor-Controller to reduce the balance of the Library's loan and increase the Building Replacement Reserve.